



Aviation Maintenance Technician First Class



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Aviation Maintenance Technician First Class

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QUESTIONS ABOUT THIS TEXT SHOULD BE
ADDRESSED TO THE SUBJECT MATTER SPECIALIST
FOR THE **AVIATION MAINTENANCE TECHNICIAN (AMT) RATING**

References

Selected References

This pamphlet contains original material developed at AVTECHTRACEN Elizabeth City, NC. The references used to develop this pamphlet are listed throughout the text under the corresponding performance qualification number. A complete list of these references is provided in Appendix C.

Introduction

The purpose of this pamphlet is to provide guidance and references to assist you in completing the AMT1 Performance Qualifications and the End-of-Course Test.


Important Note

This text has been compiled for TRAINING ONLY. It should NOT be used in place of official directives or publications. The text information is current according to the references listed. You should, however, remember that it is YOUR responsibility to keep up with the latest professional information available for your rate. Current information is available in the Enlisted Qualifications Manual, COMDTINST 1414.8 (series).

How to Proceed

This pamphlet contains assignment objectives and syllabus objectives which are used to describe the tasks you will need to perform to satisfy the requirements of the performance qualifications.

- For the assignments: Read the text and answer the self-quiz at the end of each assignment.
- For the syllabus: Read the performance, then read the syllabus performance objectives and refer to the applicable references listed to perform the task.

-The initial line (_____ ) in the syllabus portion is used to keep track of each task you have completed. This entry should be completed by a petty officer at least one pay grade higher than the student.

End-of-Course Test (EOCT)

To prepare for the EOCT, read the assignment objectives and carefully study the information contained in the text. You should also review the self-quiz for each assignment along with the pamphlet review quiz. Answers and references are found on the page following each quiz. Remember, these questions are only samples of the types of questions on the EOCT.

The syllabus “performance” objectives will NOT be tested on the EOCT.

Continued next page

Notice to Student (Continued)

Performance Qualifications Sign-Off

As PROFICIENCY in each performance qualification is demonstrated, the DATE and INITIALS columns of the Record of Performance Qualifications (CG-3303C-19, Tab-1 of this pamphlet) should be completed by your supervisor. A “Notice to Supervisor” page is included to provide guidance for your supervisor. Ensure that your supervisor reads the instructions on that page. Also, Tab-1 should be used as your permanent record documenting the completion of each performance qualification. It is up to YOU to ensure that this documentation is complete in order to be considered eligible for the Service Wide Exam (SWE).

This pamphlet was developed as a guide to assist you in completing your performance qualifications. You should **USE IT**.

Performance Qualification Numbers

The performance qualifications beginning with a “6” are the requirements for qualifying for E-6. Also, performance qualifications ending in “c” are common for all aviation ratings. The assignments need not be completed in any specific order.

Student Feedback Form

A student feedback form (Appendix D) is provided for you to submit recommendations to the subject matter specialist. As you read the training material, you may have comments, such as

- suggestions for adding or deleting information,
- notations of errors in the text (include page number and your reference material), or
- questions about the text or a practice exercise.

Write your comments in sentence form on Appendix D. Tear it out of the pamphlet and mail it through your unit’s mail room. The subject matter specialist will review all submissions received.

SWE Study Suggestions

Servicewide exam questions for your rate and pay grade are based on the Professional and Military Requirements sections of the Enlisted Qualifications Manual. If you use the references listed in your rating section of the Enlisted Qualifications Manual, COMDTINST 1414.8 (series), you should have good information for review when you prepare for your servicewide exam.

Introduction

The purpose of this pamphlet is to provide guidance and references to assist the student in completing the AMT1 performance qualifications and the EOCT. It also identifies what the student is expected to know and demonstrate for each performance qualification.

NOTE

This text has been compiled for TRAINING ONLY. It should NOT be used in place of official directives or publications. The text information is current according to the references listed to date.

Supervisor Guidelines

Supervisors should follow the guidelines provided below to improve consistency of the training process:

- The syllabus portion of this pamphlet contains objectives for each performance qualification. The student should be able to demonstrate proficiency in each of the objectives in order to meet the requirements for the performance qualification. The supervisor should use the syllabus to determine if the student is proficient in each performance qualification.
- An initial line (_____) is provided to keep track of each objective the student has completed, and should be initialed by a petty officer at least one pay grade higher than the student. The initial line also provides a quick way to chart the student's progress and allows you, the supervisor, to assess the student's training needs and to plan accordingly.
- The supervisor should provide the necessary information for the scenarios in the syllabus objectives requiring this information.
- Also, the student should be using the same set of performance qualifications used to qualify for E-5. This is to ensure that the supervisor is aware of any important information such as previously waived quals or special circumstances.

Continued next page

Notice to Supervisor (Continued)

Performance Qualifications Sign-Off

NOTE

It is highly recommended that all supervisors review the information covered in the “Administration” section of the Enlisted Qualifications Manual, COMDTINST 1414.8 (series) before any performance qualifications are signed-off or waived.

As PROFICIENCY in each performance qualification is demonstrated, the DATE and INITIALS columns of the students Record of Performance Qualifications (CG-3303C-19, Tab-1 of this pamphlet) should be signed-off by the student’s supervisor. Also, Tab-1 should be used as the student’s permanent record documenting the completion of each performance qualification.

For More Information

For more detailed information on completion of the Record of Performance Qualifications, refer to (COMDTINST M1414.8, series).

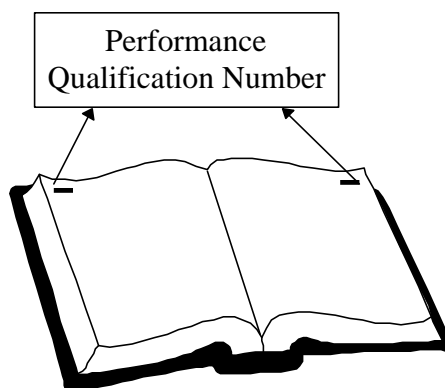
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Performance Qualification Assignments

ASSIGNMENTS

The assignments are numbered and arranged in the same manner as are the performance qualifications; Alpha-Numeric. The actual performance qualification number is listed in the upper-outer corner of each page which allows you to quickly scan the pages in order to find the specific performance qualification section. See the example below:



APPENDIXES

Pamphlet Review Quiz	A-1
Pamphlet Review Quiz Answer Key	B-1
References.....	C-1
Student Feedback Form.....	D-1

Performance **REVIEW** discrepancy information from aircraft records and **DETERMINE** the appropriate action that should be taken.

References Perform the objectives listed below IAW one or more of the following references:

- COMDTINST M3710.1 (series), Chapters 4 and 9
 - COMDTINST M13020.1 (series), Chapters 1 and 4
 - ACMS
 - Applicable maintenance publications
 - Local station instructions (as applicable)
-

Performance Objective 1 Given an aircraft discrepancy, **VERIFY** that the appropriate aircraft flight status is assigned.



Performance Objective 2 Given an aircraft discrepancy, **REVIEW** the discrepancy with the originator (as required) to ensure that it is thoroughly understood.



Performance Objective 3 Given an aircraft discrepancy, **DETERMINE** the rating responsible for correcting the discrepancy.



Performance Objective 4 Given an aircraft discrepancy and the required technical information, **DETERMINE** the action to correct the discrepancy.



Objectives

To successfully complete this assignment, you must study the text and master the following objectives:

- **STATE** the name of the manual used to assist Coast Guard personnel in procuring parts, tools, and other materials.
- **STATE** the types of information the Federal Logistics (Fed Log) system provides.
- **DETERMINE** the amount of identifying information needed to locate an item in the Fed Log system.
- **STATE** the manual used to order ground support equipment for your assigned aircraft.
- **DEFINE** an open market purchase.
- **DEFINE** a micro-purchase.
- **STATE** the micro-purchasing guidelines to follow when making an open market purchase.
- **STATE** the monetary amount at which an open market purchase must be set aside for a small business.
- **STATE** when to solicit at least 3 price quotes when making an open market purchase.
- **STATE** the use of the Procurement Request Process Rapidly Form (PR).
- **COMPLETE** a procurement request process rapidly form with the required information.

Continued next page

6.A.02c Procuring Parts, Tools, and other Materials (Continued)

References

The information contained in this assignment can be found in the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
 - General Services Administration (GSA) Supply Catalog
 - Federal Logistics (Fed Log) CD-ROM
 - Illustrated Parts Breakdown Manual, CGTO 1C-130-4
 - Illustrated Tool and Equipment Manual, A1-H60CA-GSE-400
 - Illustrated Tool and Equipment Manual, CGTO 32H-65A-2
 - Ground Support and Related Equipment Manual, CGTO 32A-25A-2
 - Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)
 - Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)
 - Federal Acquisition Regulation (FAR) 19.102
-

Introduction

This assignment is an introduction to the Federal Logistics (Fed Log) system, the General Services Administration (GSA) Catalog and the Ground Support Equipment (GSE) section of your aircraft technical manuals. In this assignment you will also go through the process of submitting a request for the open market purchase of parts, tools, and other materials.

As a first class petty officer and aircraft technician, you will use and rely upon these publications. Knowing how to use these publications is important for you to perform your duties. For procuring parts, tools, and other materials, refer to the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).

Each Coast Guard unit must maintain an accountable, accurate open market purchase policy that conforms to the Federal Acquisition Regulations (FAR). Keeping these purchases accurate is important in account record keeping and property management.

Continued next page

**In This
Assignment**

This assignment contains the following:

Subject	Page
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Introduction

All government procurement actions, regardless of dollar value, shall use the following sources of supply.

Supplies

The following sources are available for procurement of goods for the Coast Guard:

- Agency Inventory
 - Excess From Others Agencies (e.g., Defense Reutilization and Marketing Office, DRMO)
 - Federal Prison Industries, Inc. (UNICOR)
 - Products available from the Committee for purchase from:
 - People Who Are Blind or Severely Disabled
 - National Industries for the Blind
 - National Industries for the Severely Handicapped (NIB-NISH)
 - Javits-Wagner-O'Day Act (JWOD)
 - Wholesale supply sources such as:
 - GSA stock program
 - Defense Logistics Agency (DLA)
 - Department of Veterans Affairs (VA)
 - Military inventory control points
 - Mandatory Federal Supply Schedules
 - Open-Market Commercial Suppliers (including educational and nonprofit institutions)
-

Services

The following sources are available for the procurement of services for the Coast Guard:

- Committee for Purchase from People Who Are Blind or Severely Disabled (NIB-NISH)
 - Mandatory Federal Supply Schedules
 - Federal Prison Industries, Inc. (UNICOR)
 - Open Market Commercial Sources (including educational and nonprofit institutions)
-

Introduction

The General Services Administration (GSA) is a government agency that buys commonly used supplies and services for all other government agencies. The GSA's office of Federal Supply Service (FSS) is the primary source of personal property, non-personal services, and numerous common-use materials and supplies. These materials and supplies are listed in the GSA Supply Catalog.

Description

The GSA Supply Catalog lists over 24,000 products with descriptions and pictures. It also contains requisitioning instructions and product return instructions.

GSA Supply Catalog Sections

The GSA Catalog is divided into the following sections:

- Alphabetical Index
- NSN Index
- Specification Index
- Introduction
- Office/Shop Products
- Tools
- Industrial Products
- Furniture

Each of the last four sections are divided into categories and subcategories that group products more specifically. A Divider Index at the beginning of each section lists the categories and subcategories in that section.

Mandatory Source

The GSA Supply Catalog is a mandatory source of supply only if it meets your specific needs. If an item is not available from higher-priority sources and is listed in the GSA Supply Catalog, it must be ordered from this catalog.

Exception to Mandatory Source

To determine if an exception is applicable, refer to the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).

Introduction

If a product is not located in the catalog, call GSA to inquire about the product. Prices are constantly changing with the times, so the actual prices listed in the catalog may be different from those shown.

**Practice Exercise
(GSA Supply
Catalog)**

You need to order some glass cleaner for your shop so you get a copy of the GSA Catalog to research the required information.

**Procedure for
Using the GSA
Catalog**

The following table details what you would do to find a particular product in the GSA Catalog:

STEP	ACTION
1	Turn to the Table of Contents and find the Alphabetical Index
2	Locate glass cleaner, look for page number
3	Turn to page and find picture, verbal description, sizes available, NSN, and prices
4	Enter all information on the Surf Requisition Log or unit equivalent
5	Submit paperwork to supply
6	Ensure copy of form is filed in your shop's budget file for future reference

Introduction

The requisition form used by Coast Guard units to requisition parts, tools, and other materials, will either be form CG-4940, or your unit's equivalent. Once the part number, NSN, quantity, and unit cost are known, the next step is to place a requisition for the part.

Definition of a CG-4940 Surf Requisition Form

The CG-4940 surf requisition form is a multi-purpose form and must be used by unit personnel to advise the storekeeper of the unit's material requirements.

Example of a Surf Requisition Form

This is an example of a CG-4940 Surf Requisition Form.

[illegible]

Guidelines for Completing the Form

Use the following guidelines for completing the Surf Requisition form:

- Complete columns (3) through (8), and (15).
- Ensure that supply, shipment status, and receipt of materiel ordered are recorded on the form to complete the transaction.
- Use the requisition log as the undelivered order file so that the form can be used as a funding-approval document or for other purposes as locally determined.

Introduction

Items available from the Defense Logistics Agency (DLA) are listed in the Federal Logistics Computer Disk (CD) System (Fed Log) on CD-ROM.

**Description of
Fed Log
Computer Disk
(CD-ROM)
System**

The Federal Logistics Computer Disk (CD) System is a multi-disk set, containing federal logistics information on one disk and Army-unique, Navy-unique, and Air Force-unique data on their own disks. The Fed Log system is currently used by all Coast Guard aviation units.

Listed Items

Fed Log provides logistics information, including the following:

- CAGE codes (Commercial and Government Entity code)
 - National stock numbers
 - Reference number data
 - Item/colloquial name index
 - Part numbers
 - Suppliers
 - Interchangeability and substitutability information
 - Freight, and product characteristics
-

**Guidelines for
Accessing the
Fed Log System**

How to use the computer system at your unit to access the Fed Log system is not covered in this assignment. You will need to have someone at your unit show you the procedure.

Introduction

The Fed Log system is the same thing as the General Services Administration Catalog, except it is available on the CD ROM system.

Guidelines for Using the Fed Log System

Once logged into the Fed Log System, follow the screen prompts and enter at least one piece of identifying information about the item you are looking for, such as:

- Name/Nomenclature
- Part number
- National stock number

Regardless of which piece of information you enter, additional information will be displayed on the screen.

Practice Exercise

After using the last box of shop towels to clean up an oil spill, you need to order four more boxes.

Procedure for Finding Products

The following table details what you would do to find a particular product in the Fed Log system:

Step	Action
1	Get the part number off of the empty box
2	Enter the part number into the Fed Log System
3	Select the view for the information you require
4	Enter all information on the Surf Requisition Log or unit equivalent
5	Submit paperwork to supply
6	Ensure a copy of the form is filed in your shop's budget file for future reference

Description

Special tools and support equipment, are special tools, equipment, or test equipment designed for use on a specific aircraft. Each airframe has an illustrated parts breakdown of all special tools and ground support equipment associated with that aircraft.

Manuals and Stocking Lists

The following reference manuals and stocking lists are used to research information used to order aircraft-special tools and support equipment (i.e. engine slings) that are only applicable to that airframe. The manuals and stocking lists are as follows:

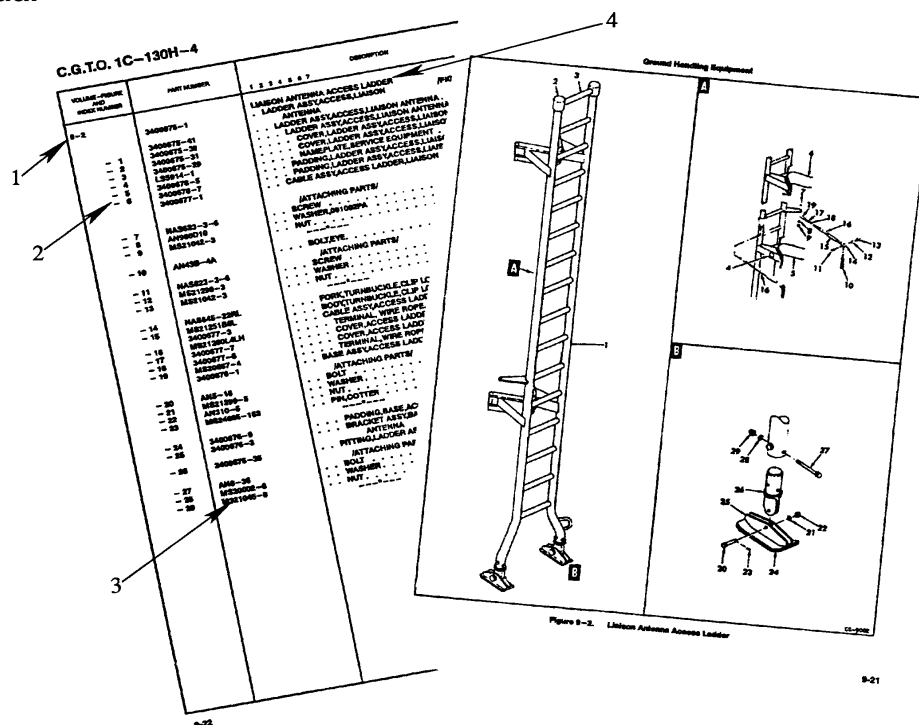
Aircraft Type	Type of Information/References
HH-60J	<ul style="list-style-type: none">Illustrated Parts BreakdownSpecial Support Equipment A1-H60CA-GSE-400
HC-130	<ul style="list-style-type: none">Illustrated Parts BreakdownAerospace Ground Equipment Section 1C-130H-4
HU-25	<ul style="list-style-type: none">Illustrated Tool and Equipment Manual 32A-25A-2
HH-65A	<ul style="list-style-type: none">Illustrated Tool and Equipment Manual 32H-65A-2
All Aircraft	<ul style="list-style-type: none">Stocking List for all Aircraft MaterielListed according to unit's needs and what is in stock at that unit Aircraft Materiel Stocking List, CG 298

Ordering

After finding the part number for the item, enter it into the Fed Log system to access the required information to enter on the Surf Requisition Log. Complete the log and submit it to the unit storekeeper for processing. Ensure that you keep a copy for your shop files.

Illustration of a Support Equipment Manual

Below is an example of a support equipment manual showing a Liaison Antenna Access Ladder and it's parts breakdown as listed in the Aerospace Ground Equipment section of the Illustrated Parts Breakdown, 1C-130H-4.



Description of Reference Numbers

Below are descriptions of references found in the Illustrated Parts Breakdown, 1C-130H-4.

Reference Number	Description
1	Figure number identifies the corresponding illustration.
2	Index numbers are assigned to individual parts that make up the assembly and correspond to the illustration numbers.
3	Part number, this is the part identification number assigned by the manufacturer.
4	Each part is described to make identification easier.

Definition

An open market purchase is a purchase from commercial sources when all government supply sources have been evaluated and are not available or cannot satisfy the government's needs.

Micro-Purchase Policy

An open market purchase of supplies/services for \$2,500.00 or less is known as a micro-purchase. The procurement methods for making a micro-purchase are detailed in the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series). These methods are designed to do the following:

- Reduce administrative work and expedite the purchases of readily available supplies/services.
- Simplify the process once the procurement official determines that the item/service is not available from a mandatory source.

NOTE

Micro-purchasing does not waive mandatory supply sources or procedures.

Micro-Purchasing Guidelines

The following guidelines should be followed when making a micro-purchase:

- Purchases do not have to be reserved for small businesses
 - Purchases shall be rotated among qualified suppliers
 - Purchases may be made without competitive quotes
 - Ensure the price is fair and reasonable
 - Personal preference and brand-name identification shall not limit vendors
 - Federal Acquisition Regulation clauses are not required for micro-purchases
-

**Small Business
Set-Aside Policy**

All open market purchases between \$2,500.01 and \$100,000.00 are to be set aside for small business.

**Small Business
Requirements**

As stated in the Federal Acquisition Regulation (FAR) 19.102, the Small Business Administration establishes small business size standards on an industry-by-industry basis. Size standards are based on either a firm's average number of employees during pay periods for the preceding twelve months or its average annual gross receipts for the past fiscal years.

**Procedure for
Identifying a
Small Business**

What is required of you, the requisitioner? Refer to the Simplified Acquisition Procedures Handbook M4200.13 (series) for information on open market purchases or refer to the steps in the following table:

Step	Action		
1	Ask the business or service you are dealing with if they are a small business or not.		
		IF	THEN
		they are,	do business with them.
		they are not,	find another source.

NOTE

When you turn in your Procurement Request Form, you will be informing the purchasing authority that you are dealing with a small business.

Introduction

As a supervisor, you will be required to submit open market purchase requests for acquiring shop and aeronautical equipment, i.e. aircraft test equipment, cabinets, chairs, etc... Certain information is required from you, the requisitioner, to make the acquisition process run smoothly with minimum delays.

Open Market Purchases and Procedures

Most open market purchases are considered Small Purchases. The steps listed below should be followed when submitting an open market purchase request.

Step	Action								
1	Locate sources and check suppliers for small business, labor surplus, and the buy - American program								
2	<div>Solicit price quotes (if required)</div> <table> <tr> <th>If the cost is...</th><th>Then...</th></tr> <tr> <td>\$2,500.00 or less</td><td>a one price quote is sufficient if price is considered to be fair and reasonable</td></tr> <tr> <td>more than \$2,500.01 up to \$100,000.00</td><td>you must solicit at least 3 competitive price quotes unless the vendor is a sole source</td></tr> <tr> <td>more than \$2,500.01 and the vendor is the sole source</td><td>document with a Sole Source Justification. Refer to COMDTINST M4200.13 (series)</td></tr> </table>	If the cost is...	Then...	\$2,500.00 or less	a one price quote is sufficient if price is considered to be fair and reasonable	more than \$2,500.01 up to \$100,000.00	you must solicit at least 3 competitive price quotes unless the vendor is a sole source	more than \$2,500.01 and the vendor is the sole source	document with a Sole Source Justification. Refer to COMDTINST M4200.13 (series)
If the cost is...	Then...								
\$2,500.00 or less	a one price quote is sufficient if price is considered to be fair and reasonable								
more than \$2,500.01 up to \$100,000.00	you must solicit at least 3 competitive price quotes unless the vendor is a sole source								
more than \$2,500.01 and the vendor is the sole source	document with a Sole Source Justification. Refer to COMDTINST M4200.13 (series)								
3	Evaluate solicited quotes to determine source of supply								
4	Complete a purchase request and submit to storekeeper								
5	Keep a copy of purchase request in shop files								

NOTE

The purchase authority will be reviewing your procurement request and if the authority has any questions, it will be returned to you. A returned request will slow down the process.

After settling on a final quote for a product or service, you will have to fill out a Department of Transportation (D.O.T.) Procurement Request Process Rapidly Form, Form DOT F 4200.1.2CG (PR). This form is used to make an open market purchase and is submitted to your unit purchasing authority.

This is an example of a D.O.T. Procurement Request Process Rapidly Form, Form DOT F 4200.1.2CG (PR). The following two pages show how the form should be completed.

DEPARTMENT OF TRANSPORTATION												PAGE 1 OF PAGES							
P ROCESS R REQUEST E RAPIDLY										PROCUREMENT REQUEST NO.									
										DATE RECEIVED									
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT										2. TYPE OF REQUEST (<i>Check one</i>)									
3. ORIGINATING OFFICE DATA										A. <input type="checkbox"/> NEW REQUEST									
4. ADDITIONAL INFORMATION (<i>Suggested supply sources, security data, etc.</i>)										B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____									
										C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____									
5. APPROVALS												6. CONSIGNEE AND DESTINATION							
APPROVING OFFICIALS		ROUTING SYMBOL		DATE		INTERNAL INITIALS		ROUTING SYMBOL											
(A)		(B)		(C)		(D)													
(1) AUTHORIZED REQUISITIONER																			
(2) ACCOUNTING CERTIFICATION OFFICER																			
(3)																			
(4)																			
										7. DATE(S) REQUIRED									
										8. GOVERNMENT FURNISHED PROPERTY									
										<input type="checkbox"/> YES <input type="checkbox"/> NO (<i>If "YES" see par. 8 of Instructions on page 2</i>)									
9. DESCRIPTION OF ITEMS OR SERVICES																			
ITEM NO. (A)		ITEM OR SERVICE (<i>Include Specifications and Special Instructions</i>) (B)								QUANTITY (C)		UNIT (D)	ESTIMATED COST						
													UNIT (E)	AMOUNT (F)					
10. ACCOUNTING DATA (<i>Subhead Administrator complete shaded blocks. Accounting Branch complete remaining blocks.</i>)										TOTAL									
CHECK APPLICABLE QUARTER										<input type="checkbox"/> 1ST		<input type="checkbox"/> 2ND		<input type="checkbox"/> 3RD		<input type="checkbox"/> 4TH			
AGENCY DISTRICT		APPN CODE		LIM CODE		FUND CODE		PROGRAM ELEMENT		COST CENTER		OBJECT CLASS		DOCUMENT NO.		SUFFIX		AMOUNT	
														TYPE FY		P.R. NO.			
														2 1					
														2 1					

**Description/
Function of
Sections**

The reference table below gives an explanation of each section of the form that is required to be filled out. The rest of the form will be filled out by the supply department. The Procurement Request Process Rapidly Form (PR) is on the following page:

Block No.	Description	Function	Remarks
1	Name & Phone Number	Your name, title and extension	Typed or Printed
2	Type of Request A. New Request B. Change to ... C. Modification to ...	Check whether PR will be a new one, continuation, or modifying existing order	Typed or Printed
3	Originating Office Data	Your shop/office, work area	Typed or Printed
4	Additional Information	Name, address, phone number and fax number of the company or service you are doing business with	Typed or Printed
5	Approvals A. C. B. D. Routing	Name and Title of Approving Official(s)	Typed or Printed
6	Consignee & Destination	Where the merchandise is sent to, or services performed at	Typed or Printed
7	Date Required/PR Priority	An agreed upon delivery date or date item needed by, between the supplier and the requisitioner	PR/Priority
8	Self-explanatory	Self-explanatory	Self-explanatory
9	Description of Items or Service	Enter the description, quantity, unit and estimated cost	Include the cost of shipping in the amount column
10	Accounting Data	Indicates the quarter of the fiscal year the funds are coming out of and the total amount of the order	1 st , 2 nd , etc...

Continued next page

**Description/
Function of
Sections
(Continued)**

Blocks located below block # 10, is information that must be completed by the store keeper at your unit. It is accounting data that is for unit level information concerning supply.

**Example of
Completed PR
Form**

A typical Procurement Request Process Rapidly Form (PR) is completed as shown below.

READ INSTRUCTIONS ON PAGE 2 PAGE 1 OF 1 PAGES

DEPARTMENT OF TRANSPORTATION						PROCUREMENT REQUEST NO.						
<div style="display: flex; justify-content: space-around; font-size: 2em; font-weight: bold;"> P R </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCCESS REQUEST RAPIDLY </div>						DATE RECEIVED						
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT AMTC Zahand ext. 6418						2. TYPE OF REQUEST (Check one)						
3. ORIGINATING OFFICE DATA AMT Shop Building 8						A. <input checked="" type="checkbox"/> NEW REQUEST						
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) Midatlantic Electrical Supply Phone# (410)641-7159 4331 S. Greenmont Ave. Fax# (410)641-7158 Baltimore, MD 21237						B. <input type="checkbox"/> CHANGE TO PENDING PR NO.						
						C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO.						
5. APPROVALS						6. CONSIGNEE AND DESTINATION Commanding Officer USCG AVTECHTRACEN Bldg 8 Elizabeth City, NC 27909						
APPROVING OFFICIALS		ROUTING SYMBOL	DATE	INTERNAL ROUTING								
(A)	(B)	(C)	INITIALS (D)	ROUTING SYMBOL								
(1) AUTHORIZED REQUISITIONER												
AMTCS King												
(2) ACCOUNTING CERTIFICATION OFFICER												
CWO Mock												
(3)												
(4)												
7. DATE(S) REQUIRED 30 December 2001 PR Priority:						8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "YES" see par. 8 of Instructions on page 2)						
9. DESCRIPTION OF ITEMS OR SERVICES												
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)					QUANTITY (C)	UNIT (D)	ESTIMATED COST				
								UNIT (E)	AMOUNT (F)			
01	Raychem Compressed Air/ Nitrogen Heater Nitrogen Heater Model # HT900B					01	EA	\$2,300	\$2300.00			
	Shipping Charge					01	EA	\$25.00	\$25.00			
10. ACCOUNTING DATA (Subhead Administrator complete shaded blocks. Accounting Branch complete remaining blocks.)												
CHECK APPLICABLE QUARTER <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input checked="" type="checkbox"/> 3RD <input type="checkbox"/> 4TH						TOTAL		\$2325.00				
A G E N C Y	APPN CODE	LIM CODE	FUND CODE	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NO.				SUFFIX	AMOUNT
							TYPE	FY	P.R. NO.			
2							2	1				
2							2	1				

FORM DOT F 4200.1-2CG (Rev. 10-90)

Introduction

You will complete a Procurement Request Form with the information provided in the practice scenario below.

Directions

Read the scenario below and complete the PR on the next page, or a blank form provided at your unit with the required information.

Scenario

As the Aviation Maintenance Supply Petty Officer for your unit, you are taking an inventory of electrical equipment and determine that you need to order three multimeters and two megohmmeters to bring your inventory back up to complement.

- You have just entered the fourth quarter of the fiscal year.
 - You found a company that supplies what you are looking for, and is classified as a small business, (Network Electronics, 5415 Mariner St. Largo, Florida, 33541, Phone # (813) 555-1111, Fax # (813) 555-1112.
 - Shipping charge, \$24.00.
 - Visa credit card is accepted.
 - Shipping time is 14 days.
 - Item #1: Megohmmeter, battery powered, digital, model # AMB-4D, stock # 50F4911, price \$279.85 each.
 - Item #2: Multimeter high performance, model #79, stock #50F6944, price \$185.00 each.
 - You are to use your unit's address, work area and extension to complete the Procurement Request Form.
-

Continued next page

**Procurement
Request Process
Rapidly Form**

Complete the form below using the information provided on page 20. If you have questions filling out the form, review the feedback on the next page.

READ INSTRUCTIONS ON PAGE 2

PAGE 1 OF PAGES

DEPARTMENT OF TRANSPORTATION <div style="display: flex; justify-content: space-around; font-size: 2em; font-weight: bold;"> PR </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCUREMENT ROCESS REQUEST RAPIDLY </div>						PROCUREMENT REQUEST NO. DATE RECEIVED						
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT						2. TYPE OF REQUEST (Check one) A. <input type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____						
3. ORIGINATING OFFICE DATA												
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)												
5. APPROVALS						6. CONSIGNEE AND DESTINATION 7. DATE(S) REQUIRED 8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES" see par. 8 of Instructions on page 2.)						
APPROVING OFFICIALS (A)		ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D) ROUTING SYMBOL								
(1) AUTHORIZED REQUISITIONER												
(2) ACCOUNTING CERTIFICATION OFFICER												
(3)												
(4)												
9. DESCRIPTION OF ITEMS OR SERVICES												
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)				QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E) AMOUNT (F)					
10. ACCOUNTING DATA (Subhead Administrator complete shaded blocks. Accounting Branch complete remaining blocks.)												
CHECK APPLICABLE QUARTER <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH TOTAL												
A G E N C Y	D I S T	APPN CODE	LIM CODE	FUND CODE	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NO.			SUFFIX	AMOUNT
								TYPE	FY	P.R. NO.		
2								2	1			
2								2	1			

FORM DOT F 4200.1.2CG (Rev. 10-90)

Feedback

Your Purchase Request form should be completed as shown below. If you had trouble completing this form, review the applicable section of this reading assignment and correct any errors found.

READ INSTRUCTIONS ON PAGE 2 PAGE 1 OF 1 PAGES

DEPARTMENT OF TRANSPORTATION <div style="display: flex; justify-content: space-around; font-size: 2em; font-weight: bold;"> P R </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCUREMENT REQUEST </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCESS RAPIDLY </div>						PROCUREMENT REQUEST NO.				
						DATE RECEIVED				
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT Trainees name and extension						2. TYPE OF REQUEST (Check one)				
3. ORIGINATING OFFICE DATA Trainees shop/work area/ext.						A. <input checked="" type="checkbox"/> NEW REQUEST				
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) Network Electronics Phone# (813)555-1111 5415 Mariner St. Largo, FL 33541 Fax # (813)555-1112						B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____				
						C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____				
5. APPROVALS						6. CONSIGNEE AND DESTINATION Commanding Officer USCG Airstation Trainees unit address				
APPROVING OFFICIALS (A)		ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D) ROUTING SYMBOL						
(1) AUTHORIZED REQUISITIONER Trainee's Approving Off						7. DATE(S) REQUIRED Calendar Date: June 1, 1998 PR Priority				
(2) ACCOUNTING CERTIFICATION OFFICER										
(3)						8. GOVERNMENT FURNISHED PROPERTY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If "YES" see par. 8 of Instructions on page 2.)				
(4)										
9. DESCRIPTION OF ITEMS OR SERVICES										
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)					QUANTITY (C)	UNIT (D)	ESTIMATED COST		
								UNIT (E)	AMOUNT (F)	
01	Megohmmeter, Battery Powered Digital Model # AMB-4D, Stock # 50F4911					02	EA	279.85	\$559.70	
02	Multimeter, High Performance Model # 79, Stock # 50F6944					03	EA	185.00	\$555.00	
	Shipping					01	EA	\$24.00	\$24.00	
10. ACCOUNTING DATA (Subhead Administrator complete shaded blocks. Accounting Branch complete remaining blocks.)										
CHECK APPLICABLE QUARTER						TOTAL		\$1138.70		
AGENCY	APPN CODE	LIM CODE	FUND CODE	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NO.		SUFFIX	AMOUNT
							TYPE	FY		
2							2	1		
2							2	1		

FORM DOT F 4200.1.2CG (Rev. 10-90)

Directions

In this practice exercise you will be using either the GSA Catalog or the GSA CD-Rom on the Fed Log System. Read each scenario below carefully and research the required information. After you have completed the practice exercise, compare your information with the feedback on the next page.

Materials Required

The following materials are required to complete scenario's #1 and #2.

- GSA Catalog
 - GSA CD-ROM for the Fed Log System
-

Scenario # 1

You are assigned to the AMT shop, and your Chief assigns you the task of ordering two new non-sparking 5.5" to 6.6" long, three - quarter inch jaw capacity adjustable wrenches for the oxygen carts. Using either the GSA catalog or the Fed Log system, research the wrenches and fill out the Surf Requisition (CG 4940) or local equivalent.

Scenario # 2

You are assigned to the Quality Assurance Office. Your Chief informs you that the office is running low on medium size paper clips and assigns you the task of ordering ten boxes. Using either the GSA catalog or the Fed Log system, research the medium size paper clips and fill out the Surf Requisition Log (CG 4940) or local equivalent.

Feedback

Compare your information with the feedback below. The prices may be different due to the time of publication of this text, and price adjustments. If you had trouble finding the information, review the appropriate section of this lesson or have someone at your unit show you how to access the information.

Scenario # 1

- Adjustable Wrench, non -sparking
 - Stock Number (5120-00-278-0340)
 - Price (\$22.97)
 - Unit of Issue (EA)
 - Source of Supply (GSA)
-

Scenario # 2

- Paper Clip, medium
 - Stock number (7510-00-161-4291)
 - Price (\$0.57)
 - Unit of Issue (BX)
 - Source of Supply (GSA)
-

Introduction

The following practice scenarios are universal in that they can be used on any of the four main airframes currently in the Coast Guard inventory. You will be required only to complete the scenario which pertains to the aircraft that you are assigned at your unit.

**Materials
Required**

You will need the aircraft Ground Support Equipment Manual for unit assigned aircraft to complete the scenarios below:

Directions

Research the information you would need to provide to your unit's supply department to order the part (part number, stock number, unit cost, source of supply, unit of issue and quantity).

Scenario # 1

You are assigned to Line Maintenance at your unit. Your Chief just surveyed an aircraft tow bar and assigns you the task of ordering a replacement. Research the required information in the applicable GSE manual and fill out a procurement request or unit equivalent.

Scenario # 2

You are assigned to the engine shop. Your Chief assigns you the task of ordering a new engine sling. Research the required information in the applicable GSE manual and fill out a procurement request or unit equivalent.

Continued next page

**Feedback
Scenario #1**

Compare your information to the feedback below. If you had any trouble finding the information, review the Procuring Ground Support Equipment section in this lesson or have someone show you how to access the information.

Towbar	HC-130	HU-25
Part Number	403980-1	TMY2-09.105
Stock Number	1730-00-554-5439	Supplied by ARSC
Unit Cost	\$3,630.00	Supplied by ARSC
Source of Supply	N32	ARSC
Unit of Issue	EA	EA
Quantity	01	01

Towbar	HH-60	HH-65
Part Number	1479AS400-1	703A91-0415-00
Stock Number	1730-01-154-1784	Supplied by ARSC
Unit Cost	\$7,200.00	Supplied by ARSC
Source of Supply	N32	ARSC
Unit of Issue	EA	EA
Quantity	01	01

Continued next page

Procuring Ground Support Equipment, Feedback (Continued) 6.A.02c

Feedback Scenario # 2 (Continued)

Compare your information to the feedback below. If you had any trouble finding the information, review the Procuring Ground Support Equipment section in this lesson or have someone show you how to access the information.

Engine Sling	HC-130	HU-25
Part Number	404055-1	TMY20-71.102G01
Stock Number	1730-00-670-1556	Supplied by ARSC
Unit Cost	\$7,750.00	Supplied by ARSC
Source of Supply	N32	ARSC
Unit of Issue	EA	EA
Quantity	01	01

Engine Sling	HH-60	HH-65
Part Number	70700-77408-047	LTCT-5454-01
Stock Number	1730-01-274-3556	Supplied by ARSC
Unit Cost	\$286.00	Supplied by ARSC
Source of Supply	N32	ARSC
Unit of Issue	EA	EA
Quantity	01	01

Questions

Answer the following questions on procuring parts, tools and other materials

1. What is the name of the manual used to assist Coast Guard personnel in procuring parts tools and materials?

2. What types of information does the Fed Log system provide?

- 1) _____, 2) _____,
2) _____, 3) _____,
3) _____, 4) _____,
5) _____, 6) _____,
7) _____, 8) _____,
9) _____.

3. When logged on the Fed Log system, follow the

_____ and enter at least
_____ about the item.

4. What manuals are used to research the information required to order ground support equipment, for your specific aircraft?
(Only one answer required)

- 1) HH-60J _____
2) HC-130 _____
3) HU-25 _____
4) HH-65A _____

Continued next page

**Questions
(Continued)**

5. What is an open market purchase?

6. An open market purchase of supplies/services for \$2,500.00 or less is known as a _____.

7. State the guidelines to follow when making a micro-purchase.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

8. All open market purchases between \$_____ and

\$_____ are set aside for small businesses.

Continued next page

Procuring Parts, Tools, and other Materials, Self-Quiz (Continued)

6.A.02c

Questions (Continued)

9. When making an open market purchase, you should solicit at least 3 price quotes if the purchase price is greater than

\$_____.

10. You will have to fill out a Procurement Request Process Rapidly

Form (PR) after settling on a _____

_____.

11. The Procurement Request Process Rapidly Form (PR) is used

to make an _____.

Feedback

Compare your answers to the feedback provided below. If you had trouble with this self-quiz, please review the appropriate section of this assignment.

Question	Answer	Reference
1	The Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)	3
2.	1) CAGE codes 2) National stock numbers 3) Reference number data 4) Item/colloquial name index 5) part numbers 6) suppliers 7) interchangeability and substitutability information 8) freight 9) product characteristics	9
3.	1) screen prompts 2) one piece of identifying information	10
4.	A1-H60CA-GSE-400 1C-130H-4 32A-25A-2 32H-65A-2	11
5.	A purchase from commercial sources when all government supply sources have been evaluated and are not available or cannot satisfy the government's needs.	13
6.	micro-purchase	13

Continued next page

Procuring Parts, Tools, and other Materials

Self-Quiz, Feedback (Continued)

6.A.02c

Self-Quiz Feedback (Continued)

Compare your answers to the feedback provided below.

Question	Answer	Reference
7.	1) Purchases do not have to be reserved for small businesses 2) Purchases shall be rotated among qualified suppliers 3) Purchases may be made without competitive quotes 4) The price is fair and reasonable 5) Personal preference and brand-name identification shall not limit vendors 6) Federal Acquisition Regulation clauses are not required for micro-purchases	13
8.	\$2,500.01 and \$100,000.00	15
9.	\$2,500.01	15
10.	final quote for a product or service	17
11.	open market purchase	17

Performance

PROCURE parts, tools and other materials.

References

Perform objectives listed below IAW one or more of the following references:

- COMDTINST M13020.1 (series)
 - COMDTINST M4400.19 (series)
 - COMDTINST M4200.13 (series)
 - General Services Administration (GSA) Supply Catalog
 - Federal Logistics (Fed Log) CD Rom
 - CGTO 1C-130-4
 - A1-H60CA-GSE-400
 - CGTO 32H-65A-2
 - CGTO 32A-25A-2
 - Local Instructions (as applicable)
-

**Performance
Objective 1**

Given access to the Fed Log System and at least one piece of identifying information for an item, **OBTAIN** all the required information to order the item.

**Performance
Objective 2**


Given access to a GSA Catalog and the name of an item, **OBTAIN** all the required information to order the item.



Continued next page

**Performance
Objective 3**

Given the name of an aircraft special tool, the applicable Ground Support Equipment Manual, a CG 298, and access to the Fed Log System, **OBTAIN** all the required information to order the special tool.

**Performance
Objective 4**

Given all the information required to order parts, tools, and other materials, **COMPLETE** the appropriate form, either a surf requisition form/local equivalent or a procurement request process rapidly form.



Performance

PREPARE shop and aircrew training schedules.

References

Perform the objectives listed below IAW one or more of the following references:

- Air Operations Manual, COMDTINST M3710.1 (series), Chapters 1, 8, 9, and Appendix A
 - Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapter 6
 - Aviation Maintenance Management Information System (AMMIS)
 - Local station instructions (as applicable)
-

**Performance
Objective 1**


DETERMINE shop training required.

**Performance
Objective 2**


DETERMINE the personnel available for conducting shop training.

**Performance
Objective 3**

PREPARE a shop training schedule.

**Performance
Objective 4**

COORDINATE aircrew training with the Training Petty Officer to meet station requirements.



Performance

SUPERVISE personnel during flight control rigging.

References

Perform the objectives listed below IAW one or more of the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDINST M13020.1 (series)
 - Applicable aircraft Maintenance Procedure Cards (MPC's)
 - Applicable aircraft maintenance publications.
-

Performance Objective 1

REVIEW applicable aircraft maintenance records and applicable publications to determine what type of aircraft maintenance needs to be accomplished.

**Performance Objective 2**

ASSIGN tasks to maintenance technicians as required.

**Performance Objective 3**

VERIFY maintenance technicians' tasks are accomplished correctly and in a timely manner.

**Performance Objective 4**

INFORM your supervisor of maintenance crew tasking progress.



Objectives

To successfully complete this assignment, you must study the text and master the following objectives:

- **STATE** the manual used for additional information on the Aviation Computerized Maintenance System (ACMS).
 - **STATE** the 3 common types of maintenance reports.
 - **STATE** the disposition of Significant Component History Report's (SCHR's) for uninstalled serial numbered items.
 - **STATE** the minimum printing requirements for the Maintenance Due List (MDL).
-

References

The information contained in this assignment can be found in the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
 - ACMS User's Guide, CGTO PG-85-00-10
-

**In This
Assignment**

This assignment contains the following:

Subject	Page
ACMS Component Reports	3
ACMS Configuration Report.....	4
ACMS Significant Component History Report.....	6
ACMS Maintenance Due List Report	8
ACMS Report Data Self-Quiz.....	10
ACMS Report Data Self-Quiz, Feedback.....	12
Syllabus	13

Introduction

All Coast Guard aircraft have specific components or equipment that are tracked or monitored by flight hours, landings or cycles including the actual airframe itself. This information is compiled and printed in several different computer report formats. The reports can be used to form trend analysis and to identify problem areas.

Reports

Common reports that are frequently generated by the ACMS user are the reports that you as a technician at a unit will most likely come in contact with from day to day. For additional information about types of reports and information contained in the ACMS, refer to CGTO PG-85-00-10. Listed below are some of the common reports generated:

- Configuration Report
 - Maintenance Due List
 - Significant Component History Report (SCHR)
-

Configuration Report

The Configuration Report presents a detailed itemized listing of an aircraft or selected assembly that is tracked by serial number. The configuration report primarily lists all sub-components of a major assembly tracked by serial number. Informational details of the report include:

- Part Name
- Part Pos (Part Position)
- CEI Number (Component End Item; used by ACMS contractor)
- Serial Number
- Part Number
- TSN (Time Since New)
- TSO (Time Since Overhaul)

NOTE

The absence of a serial number entry against a particular component indicates that the component is not installed in the database and required maintenance is not being scheduled for it.

Continued next page

**Significant
Component
History Report
(SCHR)
Description**

This computer-generated report provides a record of significant maintenance actions on serial number tracked items. SCHR's are required to be maintained on all components listed on the Aircraft Configuration Report.

SCHR Entries

Entries to the SCHR that are associated with the processing of a completed Maintenance Procedure Card (MPC) are automatic and include:

- TSN (Time Since New)
- TSO (Time Since Overhaul)
- CSN (Cycles Since New)

Information for the following maintenance actions:

- Installations
 - Removals
 - Overhauls
 - Special Inspections (i.e. overtorque, overspeed, hard landing, etc.)
 - TCTO accomplishment
-

**Other
Requirements**

Other required entries must be separately entered into the database using appropriate ACMS forms [refer CGTO PG-85-00-10]. All uninstalled serial number tracked components must be accompanied by its SCHR. Major assemblies, classified as Type I (such as engines, rotor heads etc.) which have other serial number tracked components attached must be accompanied by a current Configuration Report as well as all the applicable SCHR's.

CAUTION

Do not install components tracked by serial number without a SCHR.

Continued next page

SCHR Example

The report shown below is an example of a typical ACMS Significant Component History Report; this one is for the HU-25 general information summary:

SIGNIFICANT COMPONENT HISTORY REPORT
(REPLACES AFTO FORM 95)

PAGE: 3
DATE: 07/13/98

GENERAL INFORMATION SUMMARY

SERIAL NUMBER: 2110
ACCEPTANCE DATE: 04/30/82
MANUFACTURER: FALCON JET CORP

COMPONENT NAME: HU25 AIRFRAME
PART NUMBER: HU-25A
CEI NUMBER: 25-5300-001

ACTION DATE	ACTION APPLIED TO COMPONENT	TSN	TSO	OPERATING ACTIVITY
01/04/95	QUANTECH 9500 FIBER OPTIC CABLE	2889	2889	AR & SC
03/06/95	COMPLIED WITH TCCTO H25925002; MODIFICATION OF AGILEITE CAMERA	2914	2914	AR & SC
05/02/95	COMPLIED WITH TCCTO H25934060; INSTALLATION OF TRAFFIC COLLISION AVOIDANCE SYSTEM (TCAS). PROTOTYPED ON 2110	2931	2931	AR & SC
08/10/95	COMPLIED WITH TCCTO 925080; PILOT, COPILOT, AND CREW RESTRAINT HARNESES INSPECTION. REFER TO CG MESSAGE PR 212349Z DEC94.NONE	2948	2950	AR & SC
09/01/95	COMPLIED WITH TCCTO H25 923120; MODIFY REAR COMPARTMENT SERVICE JACK	2964	3251	OPERATIONS CENTER
02/29/96	H25A923080 REPLACE ARC 160 WITH DES ARC-513	3038	3038	AR & SC
02/29/96	COMPLIED WITH TCCTO H25930021; PITOT STATIC PROBE HEAT AND MONITOR BOX	3038	3038	AR & SC
05/09/96	COMPLIED WITH TCCTO H25-930020; PITOT-STATIC PROBE HEAT AND MONITOR BOX MODIFICATION	3074	3074	AR & SC
06/18/96	COMPLIED WITH TCCTO H25-923111; INSTALLATION OF ALTERNATE ACS/HOT MIC SWITCHPROTOTYPED 10/27/94 BY ARSC.	3090	3090	AR & SC
01/16/97	COMPLIED WITH TCCTO H25 924050; GENERATOR PYLON FEED THROUGH CONNECTOR INSPECTION	3174	3174	AR & SC
05/05/97	COMPLIED WITH TCCTO H25-923100; ANDVT SIDETONE AMPLIFIER INSTALLATION	3234	3234	AR & SC
05/05/97	COMPLIED WITH TCCTO H25925100; RELOCATE O2 BOTTLE / CABIN FIRE EXTINGUISHER	3234	3234	AR & SC
06/19/97	COMPLIED WITH TCCTO H25954080; ENGINE COWLING HINGE LOCK MODIFICATION	3247	3247	AR & SC
09/15/97	HU25 953060 INSPECT WING TO FUSELAGE FILLET COMPLIED WITH	3282	3282	AR & SC
09/18/97	COMPLIED WITH CGCTO H25-926020.0 FIRE EXTINGUISHING CHECK VALVE INSPECTION. REPLACED VALVE	3284	3284	AR & SC
12/11/97	COMPLIED WITH TCCTO 93007.0, INSPECTION OF STALL VANE HEAT RELAY	3325	3325	AR & SC
01/05/98	HU25 TCCTO 932020	3331	3331	AR & SC
04/01/98	INSPECTED MAIN WHEEL BEARINGS IAW TCCTO 932030.0 FOUND 3 FAG BEARINGS	3382	3382	AR & SC
04/20/98	H25-924090.0 COMPLIED WITH THIS DATE	3382	3382	AR & SC
05/19/98	H-25 927020.0 INSPECTION OF AUTO SLAT THERSHOLD CONTROL BOX FOR EVIDENCE OF OVERHEATING COMPLIED WITH THIS DATE. #1 THRESHOLD DETECTOR BURNED UP	3385	3385	AR & SC
	H25-923160, MODIFICATION OF AN/ARC-513 VHF-FM DES CIRCUIT CARD COMPLIED WITH THIS DATE.			

"END-OF-REPORT"

191 rows

Maintenance Due List Report (MDL)

This computer generated report shows the projected scheduled maintenance of calendar and hourly tasks for a 2-month operating period. The report is printed monthly at a minimum, for each aircraft assigned to the unit.

MDL Information

The information presented on the MDL is basic and self-explanatory using common ACMS abbreviations.

MDL Uses

The MDL is used in preparing aircraft for deployments, scheduling work loads, planning for major inspections, establishing aircraft lineups (what aircraft to fly first), and determining aircraft availability.

Continued next page

ACMS Maintenance Due List (Continued)

6.A.05c

Maintenance Due
List (MDL)
Example

The report shown below is an example of an MDL; this one is an hourly MDL for the HH-65:

CG / HH-65A AIRCRAFT ACMS/AVIONICS MAINTENANCE DUE LIST HOURS										PAGE: 1
*****										DATE: 07/13/98
*****										*****
(INFORMATION BLOCK)										*****
*****										*****
ASSEMBLY SERIAL NO : 6544										*****
OPERATING ACTIVITY : SAVANNAH										*****
FLIGHT HOURS : 6154										*****
PROJECT THRU : 6254										*****
*****										*****
ACTION										*****
CMSCODE	MPCNO	CODE	DESCRIPTION	SERIAL NUMBER	POS TYPE	MHR	REQ'D HRS	EST MOS	EVERY	DO NOT AC DUE CALENDAR
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
120012	12001.1	CHECK	CHIP DETECTOR RESISTANCE	6544	AE	1.0	150			6185 6200 6185
122013	12003.1	SERVICE	CHANGE TAIL GEARBOX OIL	6544	AD	2.0	150			6185 6200 6185
214002	21400.2	INSP/CHK	ECS COMPRESSOR DRIVE BELT	6544	AM	2.0	150			6185 6200 6185
632018	63015.3	INSP/CHK	MAIN GEAR BOX OIL FILTER	6544	AD	2.0	150			6185 6200 6185
720001	72001.0	INSPECT	ENGINE PERIODIC	W85B021	01 AD	6.0	150			6185 6200 6185
725052	72015.1	INSPECT	1BPT BLADE DISPLACEMENT	SC46975	01 AD	3.0	150			6185 6200 6185
725085	72012.1	TEST	NO. 2 & 3 BRG OIL JETS	W84G020	01 AD	2.5	150			6185 6200 6185
761019	76001.0	CHECK	ENGINE TOPPING	W85B021	01 AD	3.0	150			6185 6200 6185
761020	76001.5	CHECK	ENGINE POWER ASSURANCE	W85B021	01 AD	3.0	150			6185 6200 6185
771013	77007.0	TEST	#1 TORQUE TRANSDUCER(CAL)	6544	AE	2.5	150			6185 6200 6185
771014	77007.0	TEST	#2 TORQUE TRANSDUCER(CAL)	6544	AE	2.5	150			6185 6200 6185
792013	79006.0	REPLACE	ENGINE OIL FILTER	W85B021	01 AD	3.5	150			6185 6200 6185
720001	72001.0	INSPECT	ENGINE PERIODIC	W84L013	02 AD	6.0	150			6192 6207 6192
725052	72015.1	INSPECT	1BPT BLADE DISPLACEMENT	SC20480	02 AD	3.0	150			6192 6207 6192
725085	72012.1	TEST	NO. 2 & 3 BRG OIL JETS	W84J013	02 AD	2.5	150			6192 6207 6192
761020	76001.5	CHECK	ENGINE POWER ASSURANCE	W84L013	02 AD	3.0	150			6192 6207 6192
792013	79006.0	REPLACE	ENGINE OIL FILTER	W84L013	02 AD	3.5	150			6192 6207 6192
761019	76001.0	CHECK	ENGINE TOPPING	W84L013	02 AD	3.0	150			6207 6222 6207
790060	79006.0	REPLACE	ENGINE OIL	W85B021	01 AD	2.0	150			6207 6222 6207
790060	79006.0	REPLACE	ENGINE OIL	W84L013	02 AD	2.0	150			6207 6222 6207
120011	12001.1	INSPECT	MAGNETIC PLUGS/CHIP DET	6544	AD	2.5	75			6209 6216 6209
710025	71003.0	INSPECT	AXIAL COMPRESSOR	W85B021	01 AD	2.5	75			6209 6216 6209

* INDICATES A COMPONENT WITH A QUESTIONABLE PART NUMBER. THE PART NUMBER OF THIS COMPONENT SHOULD BE VERIFIED AT THE NEXT SCHEDULED MAINTENANCE OF THIS PART. CONTACT THE ACMS CONTRACTOR TO UPDATE THIS COMPONENT'S PART NUMBER.

Questions




Answer the following questions on ACMS reports:

1. For additional information about types of reports and information contained in the ACMS refer to the _____, _____.
 2. The common reports that are frequently generated by the ACMS user are _____, _____ and _____.
 3. All uninstalled serial number tracked components must be accompanied by its _____.
 4. The MDL report is printed _____ at a minimum, for each aircraft assigned to the unit.
 5. The MDL computer generated report shows the projected scheduled maintenance of calendar and hourly tasks for a _____ operating period.
-

Feedback

Compare your answers to the feedback provided below. If you had trouble with this self-quiz, please review the appropriate section of this assignment.

Question	Answer	Reference
1.	CGTO PG-85-00-10	3
2.	Configuration Report, Maintenance Due List, Significant Component History Report	3
3.	Significant Component History Report	6
4.	monthly	8
5.	two month	8

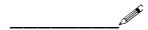
Performance	ANALYZE Aviation Computerized Maintenance System. <hr/>
References	Perform objectives listed below IAW one or more of the following references: <ul style="list-style-type: none">• Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)• ACMS User's Guide, CGTO PG-85-00-10 <hr/>
Performance Objective 1	Given access to the Aviation Computerized Maintenance System (ACMS), OBTAIN the pertinent history data reports. <div><hr/></div> <hr/>
Performance Objective 2	Given the pertinent history report, INTERPRET data. <div><hr/></div> <hr/>
Performance Objective 3	Given the pertinent history report, IDENTIFY trends and problem areas. <div><hr/></div> <hr/>

Performance ORDER technical publications, directives, and manuals applicable to rating.

References Perform the objectives listed below IAW one or more of the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapter 5
- Directives, Publication and Reports Index, COMDTNOTE 5600
- Local station instructions (as applicable)

Performance Objective 1 STATE the local procedures for ordering publications through the TIMOS via the Technical Librarian.



Performance Objective 2 COMPLETE the form for ordering publications as explained in Chapter 1 of the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600 and explain the proper routing of the form.



Performance

DIRECT line crew operations.


References

Perform the objectives listed below IAW one or more of the following references:

- ACMS
 - Air Operations Manual, COMDTINST M3710.1(series), Chapters 1, 4, and Appendix B
 - Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapters 8, 9, 12 and Enclosures 16 and 17
 - Local station instructions (as applicable)
-

Performance Objective 1


ACQUIRE line crew tasking from the appropriate sources.

**Performance Objective 2**


PRIORITIZE line crew tasks.

**Performance Objective 3**


ASSIGN tasks to line crew personnel as required.

**Performance Objective 4**

VERIFY line crew tasks are accomplished correctly and in a timely manner.

**Performance Objective 5**

INFORM your supervisor of line crew tasking progress.



Performance

DIRECT personnel in the repair of aircraft systems.

References

Perform the objectives listed below IAW one or more of the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDINST M13020.1 (series) Chapters 1, 3, 4, 5, 9, & 12 and applicable appendixes.
 - Applicable aircraft Maintenance Procedure Cards (MPC's)
 - Applicable aircraft maintenance publications.
-

Performance Objective 1

REVIEW applicable aircraft maintenance records to determine what maintenance must be accomplished.

**Performance Objective 2**

PRIORITIZE aircraft maintenance repairs.

**Performance Objective 3**

ASSIGN tasks to maintenance technicians as required.

**Performance Objective 4**

VERIFY maintenance technicians' tasks are accomplished correctly and on time.

**Performance Objective 5**

INFORM your supervisor of maintenance crew tasking progress.



Performance

CALCULATE and ANALYZE engine performance data.

**Performance
Objective 1**

Given an aircraft powerplant system, **COLLECT** data on engine performance as per applicable system IAW one or more of the following references:

HH-65A

- 1H-65A-2-1
- 1H-65A-11-72-2B2
- MPC Index, Chapters 70 and 76

HH-60J

- A1-H60CA-220-200
- A1-T700A-MMI-200
- MPC Index, Chapters 00 and 71

HC-130H

- 1C-130H-2-71JG-00-2
- T.O. 2J-T56-56
- MPC Index, Chapter 72

HU-25A


- 1U-25A-2, Chapter 71
- 2J-ATF3-2-1
- MPC Index, Chapter 71

Continued next page


**Performance
Objective 2**

Given performance data for an aircraft powerplant system,
CALCULATE data on engine performance for applicable system
IAW one or more of the following references:


HH-65A

- 1H-65A-2-1 
- 1H-65A-11-72-2B2
- MPC Index, Chapters 70 and 76


HH-60J

- A1-H60CA-220-200 
- A1-T700A-MMI-200
- MPC Index, Chapters 00 and 71

HC-130H

- 1C-130H-2-71JG-00-2 
- T.O. 2J-T56-56
- MPC Index, Chapter 72

HU-25A

- 1U-25A-2, Chapter 71 
- 2J-ATF3-2-1
- MPC Index, Chapter 71

Continued next page

**Performance
Objective 3**

Given an aircraft powerplant system, **ANALYZE** acquired data to previous or baseline data on engine performance as per applicable system IAW one or more of the following references:

HH-65A

- MPC Index, Chapter 76
- M13020.1 (series)
- Significant Component History Report (SCHR)

HH-60J

- MPC Index, Chapter 00
- M13020.1 (series)
- Significant Component History Report (SCHR)

HC-130H

- MPC Index, Chapter 72
- M13020.1 (series)
- Significant Component History Report (SCHR)

HU-25A

- MPC Index, Chapter 71
- M13020.1 (series)
- Significant Component History Report (SCHR)

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Performance

SUPERVISE personnel during flight control rigging.

References

Perform the objectives listed below IAW one or more of the following references:

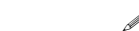
- Aeronautical Engineering Maintenance Management Manual, COMDINST M13020.1 (series)
 - Applicable aircraft Maintenance Procedure Cards (MPC's)
 - Applicable aircraft maintenance publications.
-

Performance Objective 1

REVIEW applicable aircraft maintenance records and applicable publications to determine what type of aircraft maintenance needs to be accomplished.

**Performance Objective 2**

ASSIGN tasks to maintenance technicians as required.

**Performance Objective 3**

VERIFY maintenance technicians' tasks are accomplished correctly and in a timely manner.

**Performance Objective 4**

INFORM your supervisor of maintenance crew tasking progress.




Performance


DIRECT the repair of aircraft structural damage.

**Performance
Objective 1**


Given a damaged aircraft structure, **SELECT** personnel to repair the damage IAW local policy.

**Performance
Objective 2**


Given a damage inspection assessment of the structural damage by the assigned repair personnel, **VERIFY** that the correct damage classification has been determined for the damage IAW the applicable aircraft Structural Repair Manual.

**Performance
Objective 3**

Given a damaged aircraft structure assessment, **INFORM** the Maintenance Control supervisor of the time required to complete the repair IAW local policy.

**Performance
Objective 4**

Given a damaged aircraft structure, **SUPERVISE** the repair procedures performed by the assigned personnel IAW the applicable aircraft Structural Repair Manual.



Performance

INSTRUCT personnel in the safe handling of cartridges and cartridge-activated devices.

**Performance
Objective 1**

Given the applicable publications, **PREPARE** a training session on the safe handling of cartridges and cartridge-activated devices IAW one or more of the following references:

- Military Requirements for becoming a Senior Petty Officer, MRNSPO 0458 (series)
- ACMS (chapters 25, 26, 40, or 85 contain applicable information depending on the aircraft type)
- General Use Cartridges, Cartridge Actuated Devices for Aircraft, NAVAIR 11-100-1.1

**Performance
Objective 2**

Given the applicable publication, **PRESENT** a training session on the safe handling of cartridges and cartridge-activated devices IAW the Military Requirements for becoming a Senior Petty Officer, MRNSPO 0458 (series).



Performance DIRECT shop maintenance.


References

Perform the objectives listed below IAW one or more of the following references:

- ACMS
 - Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapters 1, 3, 4, 7, 8, 9, 12, and Enclosure 1
 - Local station instructions (as applicable)
-


Performance Objective 1

ACQUIRE shop maintenance tasking from the appropriate sources.




Performance Objective 2

PRIORITIZE shop maintenance tasks.




Performance Objective 3

ASSIGN tasks to shop personnel as required.



Performance Objective 4

VERIFY shop maintenance tasks are accomplished correctly and in a timely manner.



Performance Objective 5

INFORM your supervisor of shop maintenance tasking progress.



Objectives

To successfully complete this assignment, you must study the references and master the following objectives:

- **STATE** characteristics of the Serviceable Tag - Materiel, DD-1574.
- **STATE** characteristics of the Unserviceable Tag - Materiel, DD-1577-2.
- **STATE** characteristics of the Unsatisfactory Report (UR) Tag - Materiel, CG-1577-A.
- **COMPLETE** statements pertaining to the Unsatisfactory Report (UR) (CG-4010).
- **COMPLETE** statements pertaining to material conditions.
- **COMPLETE** statements pertaining to the disposition of Type 1, 2, or 4 material.
- **COMPLETE** statements pertaining to the standard (reparable/unserviceable) management system.
- **LIST** the reference publications used for materiel preservation when ACMS MPC's are not applicable.

References

The information that you must study is contained in Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).

Introduction

This assignment introduces the process of the disposition of defective aircraft components.

Notice to Student

There is no informational text presented in this assignment, therefore, you must read and study the material in the references to prepare for the Self-Quiz, Pamphlet Review Quiz, and the EOCT.

In addition, the information presented in the references, your local station policy, and on-the-job experience should prepare you adequately to complete the performance objectives in the Syllabus at the end of this assignment.

In This Assignment

This assignment contains the following:

Subject	Page
How to Complete This Assignment.....	3
Disposition of Defective Aircraft Components Self-Quiz	4
Disposition of Defective Aircraft Components Self-Quiz Feedback.....	6
Syllabus	9

Before You Begin

To complete this assignment, it is recommended that you do the following:

- Get permission from the reference custodian to use the documents.
- Get a current copy of the reference listed; usually from Quality Assurance.
- Ensure that no pages in the reference are missing or damaged.
- DO NOT write in the reference or remove any pages.
- Return the reference to the custodian when you have finished the lesson.

How to Proceed

To successfully complete this assignment, follow the steps listed below:

Step	Action
1.	Read the objectives on page 1.
2.	<p>Read and study the sections of the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) listed below and ensure that you can fulfill each objective listed on page 1.</p> <ul style="list-style-type: none">• Chapter 4 (Aircraft and Aeronautical Records and Reports), Paragraph C.1.a. through C.1.c.• Chapter 7 (Aviation Supply Support), Paragraphs E., F., I., and J.
3.	Take the self-quiz and then review the feedback. If you have no trouble with the self-quiz, you should be well prepared for the Pamphlet Review Quiz and the EOCT.

Questions

Answer the following questions on the disposition of defective aircraft components:

1. What is the Serviceable Tag - Materiel, DD-1574 attached to?

2. Once attached, how long will the Unserviceable (Reparable) Tag - Materiel, DD-1577-2 remain with an unserviceable item?

3. What color is the Unsatisfactory Report (UR) Tag-Materiel, CG-1577-A?

4. Failures or unsatisfactory conditions of aeronautical materiel affecting SAFETY OF FLIGHT shall be reported by
_____.
5. On all failed components assigned a UR, the UR identification tag will also be affixed to the _____ of the shipping container in a conspicuous place.
6. The term "A" Condition is also referred to
as _____.
7. The terms "F" Condition, NON-RFI, Unserviceable, and Class 265 are used _____.

Continued next page

**Questions
(Continued)**

8. Whenever Type 1 materiel has been repaired locally and returned to serviceable status, it shall be reported by _____.
9. Unserviceable Type 2 and Type 4 reparable materiel is returned to _____ using the AMMIS generated NON-RFI turn-in document.
10. DO NOT use _____ for tagging equipment.
11. A current Configuration Report must be included with those components listed on the ACMS Configuration Report as _____.
12. List below the reference publications used for materiel preservation when such procedures are not addressed in applicable ACMS MPC's or component maintenance manuals.

Feedback

Compare your answers to the feedback provided below. If you had trouble with this self-quiz, please review the appropriate section in the applicable reference.

Question	Answer	Reference
1.	serviceable equipment	COMDTINST M13020.1 (series) Chapter 4
2.	Until the item is serviceable	COMDTINST M13020.1 (series) Chapter 4
3.	Red/White/Blue	COMDTINST M13020.1 (series) Chapter 4
4.	message	COMDTINST M13020.1 (series) Chapter 4
5.	outside	COMDTINST M13020.1 (series) Chapter 4
6.	RFI	COMDTINST M13020.1 (series) Chapter 7
7.	interchangeably	COMDTINST M13020.1 (series) Chapter 7
8.	routine message	COMDTINST M13020.1 (series) Chapter 7

Continued next page

Disposition of Defective Aircraft Components Self-Quiz, Feedback (Continued)

6.D.02c

Feedback (Continued)

The following is a continuation of the self-quiz feedback:

Question	Answer	Reference
9.	ARSC	COMDTINST M13020.1 (series) Chapter 7
10.	wire	COMDTINST M13020.1 (series) Chapter 7
11.	next higher assembly	COMDTINST M13020.1 (series) Chapter 7
12.	NAVSUP PUB 502 NAVSUP PUB 503 NA 15-01-500 NA 15-02-1 (T.O. 2-1-32)	COMDTINST M13020.1 (series) Chapter 7


Performance

INSTRUCT personnel in the proper disposition of defective aircraft components.

**Performance
Objective 1**

Given the applicable publications, **PREPARE** a training session on the disposition of defective aircraft components IAW one or more of the following references:

- Military Requirements for becoming a Senior Petty Officer, MRNSPO 0458 (series)
- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
- ACMS (for information you may use pertaining to component preservation)

**Performance
Objective 2**

Given the applicable publication, **PRESENT** a training session on the disposition of defective aircraft components IAW the Military Requirements for becoming a Senior Petty Officer, MRNSPO 0458 (series).



Objectives

To successfully complete this assignment, you must study the text and master the following objectives:

- **STATE** the manual used for aviation shop safety guidelines.
- **IDENTIFY** the manual used in the Coast Guard to identify the proper color scheme used within the shop/industrial area.
- **STATE** the note associated with precedence of safety manuals when there is a conflict between publication authorities.
- **STATE** the federal organization on which the Coast Guard bases its safety regulations.
- **STATE** the most effective safety features associated with shop equipment.
- **STATE** the safety measures used to prevent the accumulation of potentially hazardous static charges.
- **STATE** the inspection requirements for fire extinguishers.
- **STATE** the appropriate inspection requirements for a given situation.

References

The information in this assignment can be found in the following manuals:

- Safety And Environmental Health Manual, COMDTINST M5100.47 (series)
- Inspection and Proofload Testing of Lifting Slings for Aircraft and Related Components, NAVAIR 17-1-114
- 29 CFR 1900-1910 (series),
- 29 CFR 1910.1000 to End (series)
- National Fire Protection Agency (NFPA 101 & 105)
- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
- Colors and Coatings Manual, COMDTINST M10360.3 (series)

Continued next page

Introduction

The purpose of this assignment is to introduce you to the general inspection references required while performing a shop safety inspection. Furthermore, the intent of this course is not to establish an actual inspection guideline or checklist. This course is for familiarization and is not to be construed as policy. Prior to conducting any inspection, read your unit's Station Instructions and applicable Coast Guard safety publications.

In This Assignment

This assignment contains the following:

Subject	Page
Publications and References	3
Safety Program Responsibilities Guidelines	5
Occupational Safety and Health Administration.....	6
Unique Military Operations	7
How to Complete This Part of the Assignment	8
Inspecting Work Areas, Self-Quiz.....	9
Inspecting Work Areas Self-Quiz, Feedback.....	12
Syllabus	15

Introduction

The number of manuals used by the Coast Guard for the safety program is mind boggling. For this reason this course will only list the most common publications and references used by all air stations.

Precedence of Manuals

The following note is in regard to the authority of manuals when there is doubt of precedence or source.

NOTE

Published Coast Guard safety and environmental health instructions shall have precedence over all other standards regardless of their source.

**COMDTINST
M13020.1 (series)**

Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), chapter 12 provides general information and establishes shop safety standards and procedures for all USCG aviation maintenance facilities.

**COMDTINST
M5100.47 (series)**

Safety and Environmental Health Manual, COMDTINST M5100.47 (series) sets forth the Coast Guard's safety and environmental health policy and the elements of the Coast Guard Safety and Environmental Health Program, hearing conservation program, and assigns responsibilities for the implementation of those elements. This manual also specifies the safety and environmental health standards that are to be applied within the Coast Guard.

**COMDTINST
M10360.3 (series)**

Colors and Coatings Manual, COMDTINST M10360.3 (series) establishes mandatory standard paint schemes for floors, walls, walkways, and dynamic color codes for industrial and shop spaces. This manual also contains information on painting safety and basic confined space entry used within the Coast Guard.

Continued next page

NAVAIR 17-1-114

Inspection And Proofload Testing of Lifting Slings for Aircraft and Related Components, NAVAIR 17-1-114 provides instructions in the maintenance, inspection, and proofload testing of aircraft lifting and aircraft component slings. This manual should only be used when there are no Coast Guard directives to reference, such as, Mandatory Special Requirement Lists (MSRL).

NFPA 101 & 105

National Fire Protection Agency 101 & 105, publishes standards for fire protection and prevention in industrial areas. Such as:

- Fire wall ratings
 - Sprinkler location
 - Types of fire extinguishers required
-

29 CFR 1910 (series)

The 29 Code of Federal Regulations (29 CFR) are government standards that require mandatory compliance by the Coast Guard under the provisions made by the Safety and Environmental Manual, M5100.47. The 29 CFR is provided as two separate volumes. They are as follows:

- 29 CFR Parts 1900-1910 (covers 1901-1910.999)
- 29 CFR Parts 1910 (covers 1910.999 to End)

They provide guidance in areas such as:

- Hoist inspections
 - Fire protection requirements
 - Personnel protection requirements
 - Loft stowage guidelines
 - Ladder safety guidelines
 - Ventilation/Exhaust requirements
-

Introduction

The Coast Guard Safety and Environmental Health Manual, COMDTINST M5100.47 (series) assigns responsibilities for the implementation and management of the safety programs for your unit.

Commanding Officer

The Commanding Officer is responsible for ensuring that the personnel under their cognizance are provided a safe and healthful environment. They must also ensure that their facilities and operations comply with all applicable federal laws and regulations and Coast Guard instructions and standards pertaining to the health and safety of personnel and their families.

Safety Officer

The executive officer at a shore unit is normally designated as the senior safety officer of the unit.

Safety Supervisor

A unit safety supervisor is appointed by the executive officer to assist the safety officer when they are constrained by time or duties from performing the day-to-day tasks associated with program implementation.

Shop Supervisor

As the shop supervisor you are responsible to ensure that the personnel around you practice safe work procedures at all times by:

- Ensuring the crew has proper safety equipment
 - Ensure that your subordinates are properly trained in Coast Guard safety policies
 - Analyzing the work under your supervision to anticipate and identify potential hazards
 - Use administrative controls, such as reducing the duration of exposure
-

Introduction

The Occupational Safety and Health Administration (OSHA) is a federal organization controlled by the Department of Labor. This organization administers and publishes regulations for the industrial work force throughout the United States. The Coast Guard uses these regulations as a guideline to establish its own policies.

**Inspectors
Responsibilities**

In today's Coast Guard there is a growing number of civilian personnel working side by side with active duty personnel. It is your responsibility while you are performing shop or industrial space safety inspections to be aware of both the Coast Guard and OSHA regulations.

**OSHA
Jurisdiction**

Occupational Safety and Health Administration (OSHA) *shall be* authorized to conduct announced or unannounced inspections and evaluations at Coast Guard activities where deemed necessary. OSHA is allowed to inspect workplaces which are occupied by both military and civilian which are *not* uniquely military in nature.

OSHA inspectors and evaluators are authorized to do the following:

- Enter without delay, during regular work hours, any building, installation, facility, construction site, or other area, work place, or environment where work is performed by Coast Guard employees or contract employees.
 - Inspect and investigate, during regular working hours, all pertinent conditions, structures, machines, appropriate devices, equipment, and materials.
 - Question privately, any employee, supervisor, and/or facility official in charge.
-

**OSHA Inspection
Limitations**

OSHA, even though a federal agency, has its jurisdictional limitations when it comes to the military.

NOTE

OSHA is not authorized to inspect workplaces or operations which are uniquely military.

Continued next page

Introduction

Due to the nature of military operation and the risk involved with those operations the military has the option to set their own safety standards.

Definition of Uniquely Military

The definition of uniquely military is defined as any workplace which is solely occupied by military personnel or secured for reasons of national security.

Example Of Uniquely Military Operations

Examples of uniquely military operations include but are not limited to:

- Search and Rescue operations
 - Military aircraft operations
 - Operations of Coast Guard Cutters
-

Before You Begin

To complete this part of the assignment, you should do the following:

- Get a current copy of the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), usually from the Quality Assurance office
 - Ensure that no pages in the reference are missing or damaged
 - Ensure that the correct updates are incorporated
 - DO NOT write in the reference or remove any pages
 - Return the reference to the custodian when you have finished the lesson
-

How to Proceed

To successfully complete this assignment, follow the steps listed below:

Step	Action
1	Read the objectives on page 1 of lesson 6.D.03c
2	Read and study the material in the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) chapter 12, Aviation Maintenance Safety and ensure that you can fulfill the applicable objectives.
3	Take the self-quiz
4	<p>Review the feedback</p> <p style="text-align: center;">NOTE</p> <p>If you have no trouble with the self-quiz, you should be well prepared for the Pamphlet Review Quiz and the EOCT.</p>

Continued next page

Questions

Answer the following questions on inspecting work areas:

1. What manual provides general information and establishes shop safety standards and procedures for aviation maintenance facilities?

2. What manual would you use to determine the painting scheme for a first-aid station located on a hanger deck?

- A. Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
- B. Colors and Coatings Manual, COMDTINST M10360.3 (series)
- C. CFR 1910 (series)
- D. Safety and Environmental Health Manual, COMDTINST M5100.17 (series)

3. If there is a conflict between the Coast Guard and OSHA, the note regarding the precedence of safety manuals states that:

4. On which federal organization does the Coast Guard base its safety regulations?

5. The most effective features for preventing unsafe operations and injuries on powered machinery is improved machine design, and _____.

Continued next page

**Questions
(Continued)**

6. Any equipment or machinery showing signs of misuse, mechanical deterioration, or damage that could result in failure or possible injury will be _____.
_____.
7. Lighting in the immediate area of shop equipment must be _____.
8. While a machine is in operation, guards shall not be _____.
9. When inspecting a shop equipped with a grinder, you should ensure that a _____ is available for the operator.
10. Hand tools that have mushroomed heads, defective handles, or worn parts which make them unsafe shall be _____.
11. To prevent the accumulation of static charges, flammable solvent containers must be _____ and _____.
12. In a shop where oily wastes are generated, the waste must be disposed of in a _____.
13. Visual inspections of fire extinguishers shall be made _____.

Feedback

Compare your answers to the feedback provided below. If you had trouble with the Self-Quiz, please review the appropriate section of this reading assignment.




Question	Answers	Reference
1.	Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)	3
2.	B	3
3.	Published Coast Guard safety and environmental health instructions shall have precedence over all other standards regardless of their source	3
4.	Occupational Safety and Health Administration (OSHA)	6
5.	installation of protective mechanical guards	M13020.1 (series) Chapter 12
6.	removed from service for repairs	M13020.1 (series) Chapter 12
7.	adequate to eliminate glare or shadows	M13020.1 (series) Chapter 12
8.	removed	M13020.1 (series) Chapter 12
9.	protective face shield	M13020.1 (series) Chapter 12

Continued next page

**Feedback
(Continued)**

This is a continuation of the feedback table on the preceding page.

Question	Answer	Reference
10.	removed from service	M13020.1 (series) Chapter 12
11.	electrically grounded and bonded	M13020.1 (series) Chapter 12
12.	self-closing air-tight metal can	M13020.1 (series) Chapter 12
13.	monthly	M13020.1 (series) Chapter 12

Performance	INSPECT shop work areas, tools, and aviation equipment for safety compliance.
References	<p>The following is a list of references that can be used to research the applicable safety information prior to conducting an inspection on the applicable equipment or shop work area.</p> <ul style="list-style-type: none">• Safety And Environmental Health Manual, COMDTINST M5100.47 (series)• Inspection and Proofload Testing of Lifting Slings for Aircraft and Related Components, NAVAIR 17-1-114• 29 CFR 1900-1910 (series), & 29 CFR 1910.1000 to End (series) (normally located in the Facilities Engineering office)• National Fire Protection Agency manual (NFPA 101 & 105) (normally located in the Facilities Engineering office)• Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)• Colors and Coatings Manual, COMDTINST M10360.3 (series)• Local station instructions
Performance Objective 1	<p>Given a work area/tools/aviation equipment, RESEARCH the applicable safety regulations IAW one or more of the above publications.</p> <p>_____ </p>
Performance Objective 2	<p>Given a shop work area, INSPECT the work area to ensure safety compliance IAW the applicable publications.</p> <p>_____ </p>
Performance Objective 3	<p>Given AMT tools and aviation equipment, INSPECT the tools and aviation equipment IAW the applicable publications.</p> <p>_____ </p>

Performance COORDINATE calibration and repair of special tools and measuring equipment.

References Perform the objectives listed below IAW one or more of the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapter 9
- TMDE Calibration Notes, Maintenance Data Collection Codes, AFTO 33K-1-100-1
- Local station instructions (as applicable)

Performance Objective 1 IDENTIFY special tools or measuring equipment-requiring calibration.



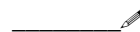
Performance Objective 2 DETERMINE the source for calibration of special tools or measuring equipment.



Performance Objective 3 STATE the routing procedures at your unit for special tools and measuring equipment requiring calibration.



Performance Objective 4 STATE the procedures at your unit for scheduling, and tracking the status of special tools and measuring equipment requiring calibration.



APPENDIX A, PAMPHLET REVIEW QUIZ

1. To requisition parts, tools and materials, you would use form _____ or the unit's equivalent?
 - A. CG-4200
 - B. CG-4400
 - C. CG-4940
 - D. DD-4940
2. Which commandant instruction provides details on how to make an open market purchase?
 - A. M3502.14
 - B. M4000.16
 - C. M4200.13
 - D. M5210.5
3. An open market purchase must be set aside for a small business if the purchase price is between _____.
 - A. \$2,500.01, \$100,000.00
 - B. \$10,000.00, \$100,000.00
 - C. \$15,000.00, \$200,000.00
 - D. \$25,000.00, \$200,000.00
4. To make an open market purchase over \$2,500.01 and up to \$100,000.00, competitive price quotes must be obtained from how many sources, unless the vendor is a sole source?
 - A. 1
 - B. 2
 - C. 3
 - D. 4
5. Which form is used to make an open market purchase?
 - A. D.O.T. Procurement Request Process Rapidly Form
 - B. D.O.T. Small Purchase Request
 - C. CG-4315
 - D. CG-5155
6. Which of the following ACMS reports listed below can be used to provide component history to form trend analysis and identify problem areas?
 - A. Configuration Report
 - B. Maintenance Due List
 - C. Significant Component History Report
 - D. All of the above
7. What manual is used to find additional information on ACMS reports used by maintenance personnel?
 - A. M3710.1
 - B. M5181
 - C. Forms and Reports
 - D. CGTO PG-85-00-10
8. The Configuration Report primarily lists all sub-components of a major assembly tracked by _____.
 - A. part name
 - B. stock number
 - C. serial number
 - D. part number

APPENDIX A, PAMPHLET REVIEW QUIZ

9. Which component materiel condition tag is attached to a component, unserviceable or not, when special handling is required?

- A. DD-1572
- B. DD-1572-A
- C. DD-1577
- D. CG-1577-A

10. When a component is shipped without an attached UR, after how many days from the original shipment date will ARSC wait before generating a letter to the command requesting completion of a UR?

- A. 10
- B. 12
- C. 14
- D. 16

11. The term "class 265" is interchangeable with Condition code _____.

- A. F
- B. G
- C. S
- D. U

12. Following receipt of shipping orders, Type 1 materiel shall be shipped as soon as practical but not later than _____ days.

- A. 5
- B. 10
- C. 14
- D. 15

13. What type of materiel shall be used to eliminate damage to a component when tagging?

- A. Soft
- B. .020 inch safety wire
- C. Break-away wire
- D. Any material that ensures security

14. When Auxiliary Power Unit preservation procedures are not given in ACMS MPCs, which publication could be utilized?

- A. NAVSUP PUB 502
- B. NAVSUP PUB 503
- C. NAVAIR 15-01-500
- D. NA 15-02-1 (T.O. 2-1-32)

15. Machine control switches shall have all selective positions _____.

- A. detented
- B. illuminated
- C. properly identified
- D. color-coded

16. Any equipment found defective during visual inspections, or at any other time, shall be _____.

- A. removed from service for repairs
- B. used on a limited basis
- C. disposed of locally
- D. surveyed

APPENDIX A, PAMPHLET REVIEW QUIZ

17. All fire extinguishers shall be inspected, serviced, and maintained in accordance with _____.
A. AFTO 00-25-172
B. manufacturers instructions
C. COMDTINST M13020.1 (series)
D. COMDTINST M11000.1 (series)
18. If a static ground is mechanically damaged, it must be _____.
A. tested annually
B. removed
C. repaired only
D. repaired and re-tested
19. What manual provides general information on a Coast Guard aviation unit's shop safety program?
A. NAVAIR 17-1-114
B. 29 Code of Federal Regulations
C. Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
D. Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
20. To properly identify first aid stations within an industrial area, you should paint the first-aid station IAW which of the following publications?
A. 29 Code of Federal Regulations
B. Colors and Coatings Manual, COMDTINST M10360.3
C. Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
D. Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
21. When there is a disparity between Coast Guard safety publications and other safety publications, which publication has precedence?
A. US Code 27.1900 (series)
B. 29 CFR (code of Federal Regulations)
C. OSHA regulations
D. Coast Guard safety publications
22. Coast Guard safety regulations are based on the guidelines established by _____.
A. MSA
B. NISH
C. NFPA
D. OSHA

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APPENDIX B, PAMPHLET REVIEW QUIZ ANSWER KEY

QUESTION	ANSWER	REFERENCE
1.	C	6.A.02c Pg. 8
2.	C	6.A.02c Pg. 14
3.	A	6.A.02c Pg. 15
4.	C	6.A.02c Pg. 15
5.	A	6.A.02c Pg. 17
6.	D	6.A.05c Pg. 3
7.	D	6.A.05c Pg. 3
8.	C	6.A.05c Pg. 4
9.	D	M13020.1E Chapter 4
10.	C	M13020.1E Chapter 4
11.	A	M13020.1E Chapter 7
12.	D	M13020.1E Chapter 7
13.	A	M13020.1E Chapter 7
14.	D	M13020.1E Chapter 7
15.	C	M13020.1E Chapter 12
16.	A	M13020.1E Chapter 12
17.	B	M13020.1E Chapter 12
18.	D	M13020.1E Chapter 12
19.	D	6.D.03c Pg.3
20.	B	6.D.03c Pg. 3
21.	D	6.D.03c Pg. 3
22.	D	6.D.03c Pg. 6

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APPENDIX C, REFERENCES

<u>Publication Number</u>	<u>Publication Name</u>
29 CFR 1900-1910 (series)	Code of Federal Regulations
29 CFR 1910.1000 to End (series)	Code of Federal Regulations
CGTO PG-85-00-10	ACMS Users Guide
CGTO 1C-130-4	Illustrated Parts Breakdown HC-130
CGTO 32A-25A-2	Ground Support and Related Equipment Manual HU-25
CGTO 32H-65A-2	Illustrated Tool and Equipment Manual HH-65A
CGTO A1-H60CA-GSE-400	Illustrated Tool and Equipment Manual HH-60A
COMDTINST M10360.3 (series)	Colors and Coatings Manual
COMDTINST M13020.1 (series)	Aeronautical Engineering Maintenance Management Manual
COMDTINST M4200.13 (series)	Simplified Acquisition Procedures Handbook
COMDTINST M4400.19	Supply Policy and Procedures Manual
COMDTINST M5100.47 (series)	Safety and Environmental Health Manual
GSA Supply Catalog	General Services Administration Supply Catalog
NAVAIR 17-1-114	Inspection and Proofload Testing of Lifting Slings for Aircraft and Related Components
NFPA 101 & 105	National Fire Protection Agency
CGTO PG-85-00-10	ACMS User's Guide

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APPENDIX D, STUDENT FEEDBACK FORM

Instructions

Please use this form for any feedback you may have concerning this course. Submit your recommendations IAW instructions on page D-2.
Note: Use the reverse side of this page if more space is needed.

How?

Note your suggestions, corrections, and comments below:

Page	Location on Page	Recommendations

Your Comments

If you were writing this pamphlet, what improvements would you make?
What was good about it? What didn't you understand?
Please be specific in your comments/suggestions.

To Contact You

Please provide the following information so that we can contact you if needed.

Name	Unit	Phone
		()

APPENDIX D, STUDENT FEEDBACK FORM

Submit Suggestions

After completing this form please mail, FAX, or phone your information to:

Commanding Officer
U.S. Coast Guard Aviation
Technical Training Center
Attn: AMT Subject Matter Specialist (NRT)
Elizabeth City, NC 27909-5003

PHONE:(252) 335-6418
FAX:(252) 335-6103
